



User's Guide for the Assessment Record Review and Change Request Web Application System

Virginia Department of Education
Division of Assessment and Reporting
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Table of Contents

Overview.....	3
Getting Started.....	4
Searching Assessment Data	7
Steps For Searching Assessment Data.....	7
Downloading and Analyzing Assessment Data	9
Steps For Downloading Assessment Data	9
Steps For Creating a Graph	9
Exiting the Assessment Record Review and Change Request Web Application System.....	10
Steps For Exiting the System	10

Overview

This User's Guide will provide you with step-by-step instructions for how to access the Assessment Record Review and Change Request Web Application System (ARRCWAS) to search and view student assessment records.

For technical questions about how to use the Assessment Record Review and Change Request Web Application System and general policy and procedure questions, please contact the Division of Student Assessment and School Improvement (Student_Assessment@doe.virginia.gov, 804-225-2107).

Getting Started

The Assessment Record Review and Change Request Web Application System can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows: <https://p1pe.doe.virginia.gov/ssws>

You may already have access to the SSWS for other applications. The SSWS Account Manager in your division must give access to the Assessment Record Review and Change Request Web Application System to the Division Directors of Testing (DDOT) and any other appropriate personnel. Your SSWS account manager should assign Generate Reports access for DDOTs at the division level.

When you have access to several applications, your VDOE Sign-on Home page may look similar to the screen shot below.

Single Sign-on for Web Applications Home Page

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VDOE Website >> SSWS Menu Contact Us

[VDOE Home](#)
[Superintendent](#)
[Board of Education](#)
[About VDOE \(Offices\)](#)
[Data & Reports](#)
[Student Instruction](#)
[Press Room](#)
[Career Center](#)
[Directories](#)
[Site Index](#)

SSWS Application Selection [Logout](#)

✓ **Welcome**

Please select one of the Applications listed below

APPLICATIONS

[Assessment Record Review and Change \(ARRCWAS\)](#) - This individual is allowed access, via SSWS sign on, to view data associated with Standards of Learning assessments and serves as a main contact for this system along with the SSWS Account Manager.

[Committee Application Processing System \(ACAPS\)](#) - Web-based system for the submission, review, selection and reporting of assessment review committee applications

[Single Sign-on for WEB Systems \(SSWS\) Admin](#) - Single Sign-on for Web Applications includes maintenance of user information and access privileges for DOE web applications.

[Testing Irregularities \(TIWAS\)](#) - Application for the management of the documentation required to explain and resolve irregularities during SOL testing

[Start of Page](#) · [Skip to Content](#)

[SSWS Instructions](#)
[Contact List](#)
[Applications Contact Info](#)
[Change Password](#)
[Change E-mail](#)
[Dropbox](#)

User Information

VDOE SSWS Admin

[E-Mail](#)

 Many of the documents on the VDOE Web Site are in PDF format and require Adobe's

After logging in to the SSWS and selecting the application, the Assessment Record Review and Change Request home page will appear. The following screen shot displays the home page.

Assessment Record Review and Change Request Home Page

The screenshot shows the home page of the Assessment Record Review and Change Request Web Application System. The page has a blue header with the Virginia Department of Education logo and navigation links. A left sidebar contains a list of links, and a right sidebar contains links for 'Logout' and 'Review Data'. The main content area has a title 'Assessment Record Review and Change' and two paragraphs of text. A callout box points to the left sidebar, and another callout box points to the 'Review Data' link.

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Virginia Department of EDUCATION

VDOE Website >> SSWS Menu >> ARRC Home

VDOE Home
Superintendent
Board of Education
About VDOE (Offices)
Data & Reports
Student Instruction
Press Room
Career Center
Directories
Site Index

Assessment Record Review and Change

This application allows the user to review the individual student assessment data that has been used in the state's calculation of Adequate Yearly Progress (AYP) and Accreditation.

All functions in this application are accessed via the Review Data link in gray menu on the right of the screen. Please use upper case while searching on string data.

[Start of Page](#) - [Skip to Content](#)

[Logout](#) [Review Data](#) [Contact Us](#)

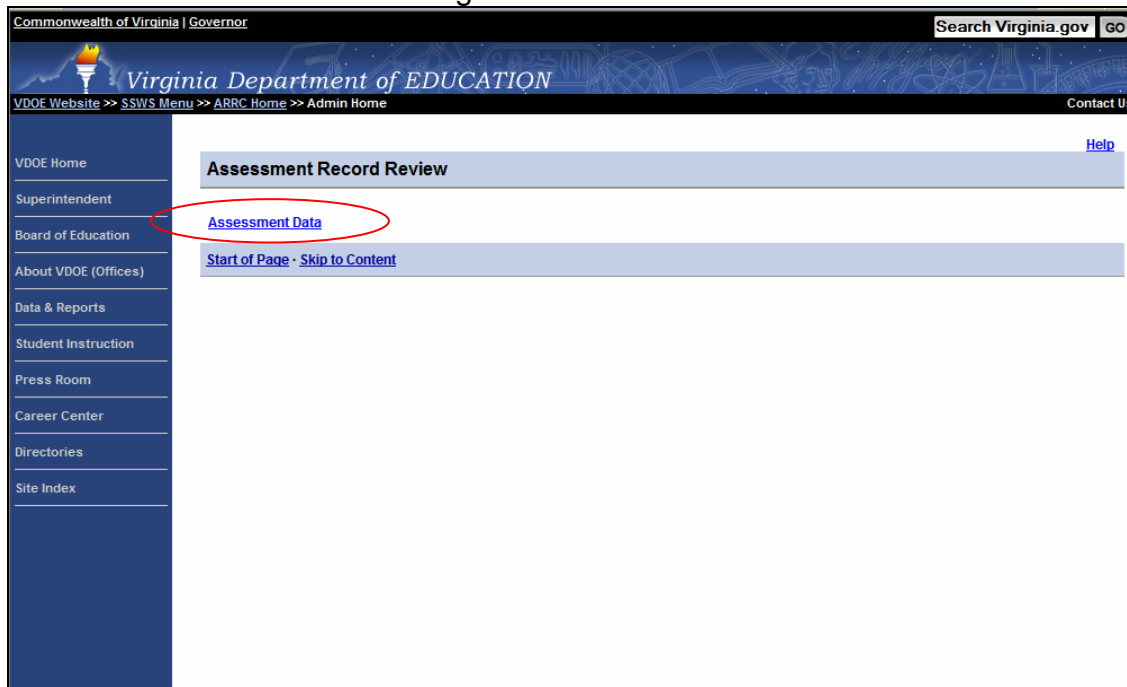
Search and review assessment records

Log out of the Single Sign-On for Web Application Systems

This navigation bar indicates the various pages available on the Virginia Department of Education Website. Clicking on any of these links will cause you to exit from SSWS.

After selecting *Review Data* on the Assessment Record Review and Change Request home page, the Assessment Record Review page will appear. This page allows you to search and view assessment records. The following screen shot displays the Assessment Record Review page.

Assessment Record Review Page



Searching Assessment Data

Steps For Searching Assessment Data

To search for Assessment Data, follow these steps:

1. Click on the *Assessment Data* link located on the Assessment Record Review page.
2. Select search criteria from the available fields. **Search criteria are case sensitive.** To return a list of all assessment data, do not specify any criteria.
3. Click on the *Search* button located at the bottom of the screen.
4. Once the search is complete, scroll down to view the Assessment Data Search Results screen.
5. Click on the *Add Criteria* button to perform two or more searches simultaneously.

Search Assessment Data Screen

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Search Virginia.gov GO

Virginia Department of EDUCATION
VDOE Website >> \$SWS Menu >> ARRC Home >> Admin Home >> Search
Contact Us

VDOE Home
Superintendent
Board of Education
About VDOE (Offices)
Data & Reports
Student Instruction
Press Room
Career Center
Directories
Site Index

[Help](#)

Assessment Data

Search Assessment Data (Case Sensitive)

School Year: All Years
Administration: None
Division: All Divisions
School: None
Local Student Number (Upper Case Only):
State Testing Id:
First Name (Upper Case Only):
Last Name (Upper Case Only):
Date of Birth:

CTE Bubble #3: ☐ Yes ☐ No
CTE Bubble #4: ☐ Yes ☐ No
Group Name (Upper Case Only):
Group Code (Upper Case Only):
Pre ID Group Name (Upper Case Only):
Local Use #1 (Upper Case Only):
Local Use #2:
Change Reason (Upper Case Only):
LastUpdatedBy1:
ChangeReason1:

[Search Tips](#)

[Start of Page](#) · [Skip to Content](#)

Once the search button is clicked, the processing time for any search will vary depending on the size of the data file being searched. To decrease processing time, narrow the search by using multiple search fields. To narrow or change search results, scroll to the top of the page and repeat steps 2, 3, and 4 of Searching for Assessment Data.

Data is sorted in groups of ten. Select ranges of records from the drop-down menu to view search results. Scroll down to the bottom of the page to download or analyze the data. Data can be downloaded in a Microsoft® Excel, text (.CSV), Portable Document Format (PDF), Hypertext Markup Language (HTML), or Rich Text Format (see the Downloading and Analyzing Assessment section on page 9).

Assessment Data Search Results Screen

Assessment Data Search Results [\(Back to Search \)](#)

Previous

School Year	Division	Local Student Number (Upper Case Only)	State Testing Id	First Name (Upper Case Only)	Last Name (Upper Case Only)	Date of Birth	Division (Upper Case Only)	School Name (Upper Case Only)	Gender (Upper Case Only)	Race (Upper Case Only)	Grade	Program Number	Electroni Testi Cod (Upp Cas Onl
2005						1989-05-27			FEMALE	WHITE	Grade 11		
2005						1989-05-27			FEMALE	WHITE	Grade 11		E

2005						1990-01-26			MALE	BLACK	Grade 9		E
2005						1989-05-01			MALE	WHITE	Grade 11		E
2005						1989-10-25			MALE	WHITE	Grade 10		E
2005						1989-08-31			MALE	WHITE	Grade 11		

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 [Download in Text](#)
 [Download in PDF](#)
 [Download in HTML](#)
 [Download in RTF](#)
 [Analyze Data](#)

[Start of Page](#) - [Skip to Content](#)

Downloading and Analyzing
Assessment Data Icons

Downloading and Analyzing Assessment Data

At any time, the assessment records may be downloaded and saved electronically. The downloaded assessment records will reflect the search criteria entered in the fields on the Search Assessment Data screen. All of the assessment records within a school or division may be viewed and downloaded if no search criteria are selected.

Steps For Downloading Assessment Data

1. Click on the *Download in Excel*, *Download in Text*, *Download in PDF*, *Download in HTML*, or the *Download in RTF* link located at the bottom of the Assessment Data Search page. Data can be opened or saved in Microsoft® Excel, text (.CSV), Portable Document Format (PDF), Hypertext Markup Language (HTML), or Rich Text Format.
2. A message will pop-up allowing the data to be opened, saved, or canceled. Click *Open* to view the data without saving it, or click *Save* and another pop-up will prompt the user to choose a save location. Selecting *Cancel* will close the pop-up window and return the user to the Search Data Assessment Results screen.

Steps For Creating a Graph

To create a graph using the selected data, follow these steps:

1. Click on the *Analyze Data* link located at the bottom of the Assessment Data Search page. The Analyze Assessment Data screen will appear after making your selection.
2. Select from the available fields in the "Analyze 'Search Results' By:" drop-down menu and click the *Go* button. Only one field can be graphed at a time. The graph will display your results.
3. Click on the *Back to Search* button to return to the Assessment Data Search Results Screen.

Analyze Assessment Data Screen

Commonwealth of Virginia | Governor [Search Virginia.gov](#) **GO**

Virginia Department of EDUCATION

VDOE Website >> SWS Menu >> ARRC Home >> Admin Home >> Search >> Analyze [Contact Us](#)

[Help](#)

Analyze Assessment Data

Analyze 'Search Results' By: **Go**

[Back to Search](#)

[Start of Page](#) · [Skip to Content](#)

Exiting the Assessment Record Review and Change Request Web Application System

Steps For Exiting the System

1. Select the *ARRC Home* link on the black navigation bar. This will return you to the Assessment Record Review and Change Request home page.
2. Select the *Log Out* link to leave the SSWS system.

The screenshot displays the Virginia Department of Education (VDOE) website. At the top, the header includes "Commonwealth of Virginia | Governor" and the VDOE logo with the text "Virginia Department of EDUCATION". Below this, a navigation bar contains links: "VDOE Website >> SSWS Menu >> **ARRC Home** >> Admin Home >> Search". The "ARRC Home" link is circled in red. On the left side, there is a vertical menu with links: "VDOE Home", "Superintendent", "Board of Education", "About VDOE (Offices)", "Data & Reports", and "Student Instruction". The main content area is titled "Assessment Data" and features a "Search Assessment Data (Case)" section with three dropdown menus: "School Year" set to "All Years", "Administration" set to "None", and "Division" set to "All Divisions".